

Nordholm, Gail [DOT]

From: Nordholm, Gail [DOT]
Sent: Friday, February 27, 2009 3:26 PM
To: Nordholm, Gail [DOT]
Subject: Obtaining ROW for Local Roads 101 Workshop

TO: County Engineers, City Representatives, and Consultants
Gail Nordholm Iowa DOT - Local Systems gail.nordholm@dot.iowa.gov

CC: District Local Systems Engineers, Service Bureau
and Office of Local Systems

FROM: Office of Local Systems

SUBJECT: Obtaining ROW for Local Roads 101 Workshop

DATE: February 27, 2009

Please see the following memo sent on behalf of Dr. Jim Cable. If you have any questions, [please do not reply to this email](#). Instead, you may contact Dr. Cable at jkcable@iastate.edu.

Obtaining ROW for Local Roads 101 Workshop**Objectives:**

At the end of this workshop, participants should be able to:

- Locate the necessary references at the Office of Local Systems and Iowa DOT Office ROW to aid the engineering staff in initiating and completing the purchase of ROW for road improvements.
- Have a list of reference materials upon which to rely for aid in the land acquisition process.
- Feel comfortable in how to carry out the land acquisition process.

Who Should Attend:

This workshop is designed for at least three groups of persons in the county engineers' or city engineers' office. It is especially designed to give a new engineer the basics of the land acquisition process. It will provide them with the knowledge of who they can contact for help and where the proper reference materials can be located. The county engineers who have been purchasing land in the past may use this as a refresher and update on changes that may have taken place in this process since they last purchased ROW. The county engineer staff members that assist in the land acquisition process will find this a course that helps them do their part of the data collection prior to the purchase and the documentation of the process.

This course is being offered at a direct response to the Iowa County Engineers Association (ICEA) Special Schools Committee request for such training.

The website to register is:

<http://www.ucs.iastate.edu/mnet/row101/home.html>

The brochure is located at:

http://www.iowadot.gov/local_systems/mailing/2009/february/row_local_roads_workshop_brochure.pdf

Thanks,

Gail Nordholm
Office of Local Systems
515-239-1528
gail.nordholm@dot.iowa.gov

Note: Documents are in Adobe Acrobat's pdf format. If you do not have the Adobe Acrobat Reader software, you can download it free of charge at <http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are available at the Local Systems Weekly Mailing web address http://www.iowadot.gov/local_systems/mailing/main_mailing.htm

OBTAINING ROW FOR LOCAL ROADS 101

WORKSHOP

Wednesday, October 28, 2009

Scheman Building
Iowa State University
Ames, Iowa

IOWA STATE UNIVERSITY

BENEFITS:

- Learn where to find the reference materials to aid you in purchasing ROW for public purposes.
- Provide the engineering staff with background reference material and an understanding of how to use it.
- Understand who to contact for the basic information needed to begin and complete a ROW purchase.
- Develop a comfort level of understanding of the steps in the ROW purchase process and what needs to be done at each step to make the acquisition a success.

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- Feel comfortable in how to carry out the land acquisition process.

SPONSORS:

Sponsors for this conference include: Iowa County Engineers Association and Civil, Construction, and Environmental Engineering Department at Iowa State University.

PROPOSED AGENDA:

The course is being designed as a one day course on October 28, 2009 with registration at 8 a.m. and closing by 4:15 p.m. with lunch and break refreshments included in the conference fee. Please register at your earliest convenience to assure a seat in this workshop.

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|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 a.m. | Review of informational resources <ul style="list-style-type: none">• DOT Local Public Agency Manual• DOT Local Systems material |
| 10 a.m. | Break |
| 10:10 a.m. | Session 1 continued |
| 11: 00 a.m. | Break |
| 11:10 a.m. | Land Title needs <ul style="list-style-type: none">• Types of acquisition |
| 12:00a.m. | Lunch |
| 1:00 p.m. | Eminent domain in relation to acquisition (short course) |
| 2:00 p.m | Break |
| 2:10 p.m. | Valuation process <ul style="list-style-type: none">• Appraisal• Compensation estimates• Administrative Settlements |
| 3:00 p.m. | Break |
| 3:10 p.m. | Preparing for the first call <ul style="list-style-type: none">• Overcoming objections• Pit falls• Building rapport• Record of contacts |
| 4:00 p.m. | Questions and Adjourn |

Visit us Online!

www.ucs.iastate.edu/mnet/row101/home.html

SPEAKER:

Don Muessigmann is a former member of the Office of ROW for the Iowa DOT and experienced in the areas of land acquisition by fee title, easement, or condemnation. He will be presenting the basics of how the engineer and their staff can successfully use the tools available through the Iowa DOT Offices of ROW and Local Systems to make the land acquisitions for highway and public purposes in your county.

PARTICULARS:

The registration fee for the "OBTAINING ROW FOR LOCAL ROADS 101, WORKSHOP" is \$175 if your registration is received **before** October 14, 2009. Registration is \$225 for registrations received on or after October 14, 2009. Your registration fee includes all program materials, lunch, and two refreshment breaks. Register online at:

www.ucs.iastate.edu/mnet/row101/home.html, or mail a copy of the completed registration with payment to the address shown on the back of this brochure. You may also register via fax at (515) 294-6223.

For registration questions, call ISU Continuing Education & Professional Development at (515) 294-6222.

CHANGE IN PLANS:

If you cancel your registration **before** October 14, 2009, your full registration fee will be refunded. No refunds will be made **on or after** October 14, 2009. If you cannot attend the conference, you may send a substitute. Call ISU Continuing Education & Professional Development at (515) 294-6222 if you have a change in plans.

EMERGENCY MESSAGES:

During conference hours, messages may be left at (515) 294-8103. Messages will be posted near the workshop registration area.

SPECIAL NEEDS:

If you need accommodations for a disability or a dietary restriction, call ISU Continuing Education & Professional Development at (515) 294-6222 or indicate request on your registration form or online submission.

LODGING:

Please make your own lodging arrangements.

AmericInn and Suites	(800) 634-3444
Best Western-University Park	(515) 296-2500
Comfort Inn	(800) 228-5150
Days Inn	(800) 422-5250
Holiday Inn	(515) 268-8808
Country Inn and Suites	(800) 456-4000
Gateway Hotel & Conference Center	(800) 367-2637
GrandStay Residential Suites	(800) 388-7829
Hampton Inn	(800) 426-7866
Heartland Inn	(800) 334-3277
Holiday Inn Express	(515) 232-2300
Iowa State University Memorial Union	(515) 292-1111
Microtel Inn	(877) 422-5250
Quality Inn at Starlite Village	(800) 903-0009
Super 8 Motel	(800) 800-8000

DIRECTIONS/PARKING:

Centrally located, Ames is easily accessed by U.S. Highways 30 and 69, as well as I-35. The Scheman Building is located in the Iowa State Center on the Iowa State University campus. From I-35 take U.S. Highway 30 west to University Boulevard (formerly Elwood Drive) and north past Jack Trice Stadium. The Scheman Building is located between Hilton Coliseum and Stephens Auditorium. Ample free parking is available surrounding the Scheman Building.

TAX DEDUCTION:

The expense of continuing education, when taken to maintain and improve professional skills is tax deductible. Contact your accountant for details.

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IOWA STATE UNIVERSITY

